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Chief, Services Branch

January 28, 1948

Acting Chief, FBIB

Reproduction of TRIB Publications

- l. This office desires to express appreciation for the generally satisfactory repreduction of FBIS publications since the transfer of its reproduction unit to Services Branch. Attantion is directed, however, to the following respects in which the service appears to have suffered, and in which it had been FBIS experience that constant effort is required to maintain standards.
 - a. Sandged and soiled pages. Samples attached.
 - b. Delivery of unclassified Daily Report after report editors have gone for the day and so near the end of administrative office hours that no inspection of the publication is possible until the following day. Delivery by 1530 is desired if possible.
 - c. Delay of approximately one hour in delivery of pink sheet Summary. Delivery by 1300 is desired if possible.
 - 4. Delivery of Targets too late for editorial briefing Friday aftermoon. Delivery by 1400 Fridays is desired if possible.
 - e. Delivery of Survey of USER broadcasts frequently too late for weekend use. Delivery by 1500 Fridays is desired if pessible.
 - f. Strors in delivery: failure to deliver copy or specified mamber of copies to particular addresses.
- 2. It is requested that effort be made to correct these deficiences to the extent practicable.

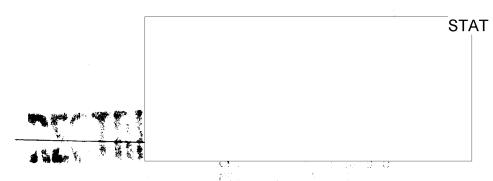
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Acting Chief, FBIB

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cc to be noted by: Liaism officer Special Reports Administrative Office - file Editorial Division



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